

ICEP JAPAN CHECKLIST

Please follow this checklist to ensure that you stay on track in preparing for your ICEP experience. The following tasks are required for participation in the program.

TASK	IMPORTANT GUIDELINES	PERSON RESPONSIBLE	DATE DUE	TASK TYPE
Apply for Passport/Renewal	Obtained at the nearest major Post Office. This can take up to 6 weeks so apply early. If the passport is not current for at least 6 months past your program end date, you need to apply for a renewal.	PARENT/PARTICIPANT	<i>As soon as possible</i>	
Mail Signed Passport <i>(optional)</i>	If you will not need your passport before your program, you are welcome to mail us the original passport <u>once it is signed</u> . We will hold it until the start of the program.	PARENT	<i>As soon as possible</i>	MAIL IN
Tuition Payment	Half of the tuition balance is due. Pay online or call our office.	PARENT	Feb. 1	
Online Account Contact Information	Log into your online account and double check that the primary and secondary contacts' (all adults') phone numbers and email addresses are correct.	PARENT	Feb.	
Copy of Passport	Upload a clear copy in your account's Document Center. <u>Passport must be signed</u> on main page signature line.	PARENT/PARTICIPANT	March 1	UPLOAD
Portrait Photo	Uploaded to your account profile. The photo should be a portrait so we can clearly see your face. Log into your account, select your name, select "Edit bio information," and upload a photo.	PARTICIPANT	March 1	UPLOAD
Parent Questionnaire	Completed online by the parent or guardian under 'Incomplete Tasks/Forms.' This form will be shared with our trip leaders.	PARENT	March 1	ONLINE FORM
Participant Questionnaire	Completed online by the participant under 'Incomplete Tasks/Forms.' This form will be shared with your leaders.	PARTICIPANT	March 1	ONLINE FORM
BCCYMCA Camper Wellness Form	Completed online by the parent or guardian under 'Incomplete Tasks/Forms.'	PARENT	March 1	ONLINE FORM
Health Insurance Card	Front and back uploaded to your account's Document Center.	PARENT	March 1	UPLOAD
Parent Guide	Review the Parent Guide included in your email and on our website before attending the March webinar.	PARENT	March 1	
Parent/Participant Webinar	Attend the TSP webinar. This will be hosted online in the Spring. You'll receive details via email.	PARENT & PARTICIPANT	March/April	
Tuition Payment	Remaining tuition balance is due. Pay online or call our office.	PARENT	April 1	

Notarized Release Form	The original must be signed by parent (s) and notary public & mailed to us.	PARENT	May 1	MAIL IN
Visit Doctor/Travel Clinic	Visit your primary care doctor, and get in touch with a travel clinic to see if there are any vaccinations or health precautions you need to know about your destination.	PARENT & PARTICIPANT	May 1	
Proof of Physical/Immunization Record	Upload a copy of the participant's proof of physical – signed by a doctor and the participant's most up-to-date immunization record in the Document Center.	PARENT	May 1	UPLOAD
Frequent Flyer Number (Optional)	We will email the group's flight information in May. Call or email us with your Frequent Flyer number if you would like it applied to the flight.	PARENT/PARTICIPANT	May	
Packing List	Parents and participants should review the packing list to start prepping for the program. Packing lists are found on our website under Family Resources.	PARENT/PARTICIPANT	June	

TASK REVIEW:

DOCUMENTS TO UPLOAD TO THE DOCUMENT CENTER:

How to Upload Documents: Log into Account – Click on Additional Options tab (at top of screen) - Select Document Center - Scroll to .ICEP Participant & .All Health Info (on right side of screen) - Find document name you wish to upload - Select Upload Icon

- Signed passport copy
- Health Insurance Card
- Proof of Physical and Immunization Records

ONLINE FORMS TO COMPLETE

How to Access Forms: Log into Account – Scroll down to Incomplete Tasks/Forms (any incomplete forms & tasks will be listed here) – Select the binoculars icon to the right of the form you wish to open

- Participant Questionnaire
- Parent Questionnaire
- BCCYMCA Camper Wellness Form

MAIL IN

- Signed, notarized parental release form- must be the original
- Actual Signed Passport *(optional)*

OTHER TASKS TO COMPLETE

- Apply for a passport (if you don't already have one)
- Pay Tuition Bills
- Check for accurate phone numbers and emails in online account
- Watch the TSP Webinar in the Spring
- Visit your Primary Care and Travel Health Doctor
- Review Parent Guide
- Portrait Photo- To upload: Log into your account, select your name, select "Edit bio information," and upload a photo.
- Send your Frequent Flyer Number (optional)